



CHAFFEY COLLEGE STUDENT
GOVERNMENT (CCSG)
CONSTITUTION AND BYLAWS

Table of Contents

THE CONSTITUTION OF CHAFFEY COLLEGE STUDENT GOVERNMENT (CCSG)	5
PREAMBLE	5
ARTICLE I: GENERAL	5
Section I: Name	5
Section II: Purpose	5
Section III: Membership	5
Section IV: Order of Succession	6
Section IV: CCSG Units	6
Section V: Administrative Support	6
ARTICLE II: CCSG MEETINGS	7
Section I: CCSG Meetings	7
Section II: Rules of Order	7
Section III: Brown Act, Agendas, and Minutes	7
Section IV: Attendance	7
Section V: Quorum	7
ARTICLE III: ELECTIONS & APPOINTMENTS	8
Section I: Elections	8
Section II: Appointments	8
ARTICLE IV: CONSTITUTION AND BYLAW AMENDMENTS	8
Section I: Amendments	8
Section II: Enactment of Constitution and Bylaws	8
ARTICLE V: INTERPRETATION	8
Section I: Interpretation of Constitution and Bylaws	8
BYLAWS OF THE CONSTITUTION OF CHAFFEY COLLEGE STUDENT GOVERNMENT (CCSG)	10
ARTICLE I: CHAFFEY COLLEGE STUDENT GOVERNMENT	10
ARTICLE II: MEMBERS OF CCSG	10
ARTICLE III: STANDARDS OF CONDUCT, DECORUM, AND ETHICS	10
Section I: Standards of Conduct and Conflict of Interest	10
Section II: Decorum	11
Section III: Code of Ethics	11
Section IV: Enforcement	11
ARTICLE IV: RESPONSIBILITIES OF CCSG MEMBERS	11

Section I: CCSG President/Student Trustee	11
Section I.A: CCSG President	11
Section I.B: Student Trustee	12
Section II: CCSG Vice President	13
Section III: Director of Finance & Administration	13
Section IV: Director of Outreach & Engagement	14
Section V: Director of Regional Affairs	15
Section VI: Senators	15
Section VII: Student Representative	16
Section VII: All CCSG Members	16
ARTICLE V: RESPONSIBILITIES OF ADMINISTRATIVE SUPPORT	17
Section I: Student Life AAll Responsibilities	17
Section II: Faculty Advisor Responsibilities	18
Section III: Director of Student Activities Responsibilities	18
ARTICLE VI: MEETINGS, VOTING, & QUORUM	19
Section I: CCSG Meetings	19
Section II: CCSG Special Meetings	19
Section III: Student Senate Meetings	19
Section IV: Executive Board Meetings	19
Section V: CCSG Standing Committee Meetings	19
Section IV: CCSG Ad Hoc Committee Meetings	20
Section VII: Voting	20
Section VIII: Quorum	20
ARTICLE VII: ATTENDANCE	20
Section I: Attendance Requirements	20
Section II: Attendance Recording	21
Section III: CCSG Absences	21
Section IV: Attendance-Based Recall	21
ARTICLE VIII: CCSG EXECUTIVE BOARD	21
Section I: Membership	21
Section II: Duties of Executive Board	21
ARTICLE IX: STUDENT SENATE	22
Section I: Membership	22

Section II: Duties of Student Senate	22
Section III: Duties of CCSG Committees	23
Section IV: Conferences	23
ARTICLE X: TRAINING	23
Section I: Training Requirement	23
Section II: Missed Summer Training	24
ARTICLE XI: LEGISLATION	24
Section I: Legislation	24
Section II: Resolution Review Process	24
ARTICLE XII: TERM OF OFFICE	25
Section I: Term of Office	25
Section II: Term Limits	25
ARTICLE XIII: FINANCE	26
Section I: Budget	26
ARTICLE XIV: ELECTIONS	26
Section I: Election Administration	26
Section II: Candidate Eligibility	26
Section III: Campaign Regulations	26
ARTICLE XV: RESIGNATIONS & RECALLS	27
Section I: Resignations	27
Section II: Transition of Duties	27
Section III: Written Reprimand	27
Section III: General Recalls	27
Section IV: Academic-Based Recalls	28
Section V: Attendance-Based Recalls	28
Section VI: Executive Board Member Recalls	28
Section VII: Procedures for Removal	28
ARTICLE XVI: VACANCIES	29
Section I: Eligibility to Fill Vacant Positions	29
Section II: Extenuating Circumstances for Vacant Positions	29
Section III: Executive Board Vacancies	30
ARTICLE XVII: AMENDMENTS	30
Section I: Amending Updates to the CCSG Constitution and Bylaws	30

Section II: Amending Grammatical Errors to the CCSG Constitution and Bylaws	30
CCSG COMMITTEE BYLAWS	31
CCSG ELECTIONS AD HOC COMMITTEE BYLAWS	31
CCSG FINANCE & ADMINISTRATION COMMITTEE BYLAWS	31
CCSG OUTREACH & ENGAGEMENT COMMITTEE BYLAWS	31
CCSG STUDENT DELEGATIONS COMMITTEE BYLAWS	31
CCSG RESOLUTIONS	32
CANVAS COURSE SHELL FOR CCSG	32
TRANSPORTATION ACCESSIBILITY	32
EBT ACCESSIBILITY	32
REGULAR TEXT REMINDERS - IMPORTANT DATES AND DEADLINES	32

THE CONSTITUTION OF CHAFFEY COLLEGE STUDENT GOVERNMENT (CCSG)

PREAMBLE

We, the associated students of Chaffey College, hereby recognize the Chaffey College Student Government as the official body protecting the rights and interests of all students. We have established this Constitution to foster justice and a better understanding between the Chaffey College Student Government and the general College community. The Chaffey College Student Government will uphold a spirit of democracy, unity, and the promotion of open communication with the Governing Board, Administration, Faculty, Staff and the Students of Chaffey Community College.

ARTICLE I: GENERAL

Section I: Name

The name of this governing organization under this Constitution shall be the Chaffey College Student Government, herein referred to as CCSG.

Section II: Purpose

The CCSG shall be the official representative body of the students of Chaffey College and shall provide for the scholastic, social and governmental welfare of the students, within the guidelines of the policies and regulations, as set forth in this Constitution and Bylaws.

Section III: Membership

- A. The CCSG shall be composed of up to twenty-five (25) student members, including five (5) Executive Board members and up to twenty (20) Senators.
 - (1) The elected positions within the CCSG shall be: CCSG President/Student Trustee, CCSG Vice President, Director of Finance & Administration, Director of Outreach & Engagement, Director of Regional Affairs, and up to twenty (20) Senators.
 - (2) Vacant positions within CCSG shall be filled in accordance with the procedures set forth in the CCSG Bylaws.
 - (3) Appointments to positions within CCSG shall follow the procedures set forth in the CCSG Bylaws.
- B. To be eligible for a position within CCSG, a student must:
 - (1) have paid the College Service Fee;
 - (2) be enrolled at the time of election, and throughout their term in CCSG, and successfully:
 - (a) complete a minimum of five (5) units each semester while in CCSG;
 - (b) maintain a minimum cumulative grade point average (GPA) of 2.5.
- C. May be enrolled at the time of election, and throughout their term in CCSG, and is:
 - (1) enrolled in Chaffey's adult education program offered by a community college district pursuant to Article 9 (commencing with Section 84900) of Chapter 5 of Part 50 in the California Education Code.
 - (2) a disabled student, as defined in subdivision (b) of Section 84850 in the California Education Code.
- D. Additionally, candidates running for an Executive Board position, require previous CCSG and/or Chaffey College Student Club executive leadership experience.

- E. Units and GPAs of CCSG candidates and members will be verified by the Office of Student Life at the time of election, and throughout their term in CCSG.
- F. All positions within CCSG shall be qualified in accordance with and shall perform responsibilities as stipulated in the CCSG Bylaws.

Section IV: Order of Succession

- A. If the office of President/Student Trustee becomes temporarily or permanently vacant, the order of succession shall be as follows: CCSG Vice President, Director of Finance & Administration, Director of Outreach and Engagement, and then Director of Regional Affairs.
- B. There is no order of succession for any other position within CCSG. If a position other than President/Student Trustee becomes temporarily or permanently vacant that position is filled in accordance with the procedures set forth in the CCSG Bylaws.

Section IV: CCSG Units

- A. The CCSG shall be divided into two (2) working units consisting of the Executive Board and the Student Senate. The CCSG Faculty Advisor and/or Director of Student Activities will serve as advisors to these units and all CCSG committees.
 - (1) **The Executive Board** shall consist of the President/Student Trustee (Chair), CCSG Vice President, Director of Finance and Administration, Director of Outreach and Engagement, and the Director of Regional Affairs.
 - (2) **The Student Senate** shall consist of the President/Student Trustee (Chair), CCSG Vice President, Director of Finance and Administration, Director of Outreach and Engagement, the Director of Regional Affairs, and up to twenty (20) CCSG Senators.
 - (a) The Student Senate consists of all CCSG Standing and Ad Hoc Committees.

Section V: Administrative Support

- A. **Student Life AAll** - The Student Life AAll shall provide the administrative and financial support for the CCSG as approved by the Director of Student Activities.
 - (1) The Student Life AAll shall attend all Executive Board and all Student Senate meetings to provide administrative and advisory support.
 - (2) The Student Life AAll shall attend CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws and/or Director of Student Activities to provide administrative and advisory support.
- B. **CCSG Faculty Advisor** – The CCSG Faculty Advisor herein referred to as the Faculty Advisor, shall provide guidance and support to CCSG and its members and fulfills the responsibilities of a Parliamentarian and works with CCSG in following the most current edition of Robert's Rules of Order, parliamentary procedure, and the CCSG Constitution and Bylaws.
 - (1) The Faculty Advisor shall attend all Executive Board and Student Senate meetings to provide advisory and administrative support.
 - (2) The Faculty Advisor shall attend CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws, the Executive Board and/or Director of Student Activities to provide advisory and administrative support.
- C. **Director of Student Activities** – The Director of Student Activities shall provide guidance and support to CCSG by working with the Executive Board members, the Student Life AAll, the Faculty Advisor and the Associate Superintendent of Student Services and Strategic Communications.
 - (1) The Director of Student Activities shall attend all Executive Board meetings to provide advisory and administrative support.
 - (2) The Director of Student Activities may attend Student Senate meetings as deemed necessary and/or upon request of the President/Student Trustee and/or Faculty Advisor.
 - (3) The Director of Student Activities shall attend CCSG standing and ad hoc committee meetings as determined by the CCSG Bylaws and/or the Executive Board to provide advisory and administrative support.

- D. Associate Superintendent of Student Services and Strategic Communications** – The Associate Superintendent of Student Services and Strategic Communications shall assist to provide leadership and direction to CCSG and the President/Student Trustee.
- (1) The Associate Superintendent of Student Services and Strategic Communications may attend any CCSG meeting as deemed necessary or upon request of the President/Student Trustee and/or Director of Student Activities.
 - (2) The Associate Superintendent of Student Services and Strategic Communications shall when deem necessary or upon request render a final interpretation regarding the intention of any provision within the CCSG Constitution and Bylaws.

ARTICLE II: CCSG MEETINGS

Section I: CCSG Meetings

- A. Student Senate Meetings** – The Student Senate meetings shall be held on Mondays from 12:30 PM – 2:00 PM at a location determined by the President/Student Trustee with approval by the Faculty Advisor and Director of Student Activities.
- B. CCSG Meetings** – The exact days, times, and locations of all CCSG meetings (other than Student Senate) shall be determined by the Executive Board with assistance from the Student Life AAll and approval by the Faculty Advisor and Director of Student Activities.
- (1) CCSG meetings may not be held during: the first week of classes, holidays, weekends, the week of finals, and non-instructional days.

Section II: Rules of Order

- A.** All CCSG meetings shall be governed by the Rules of Parliamentary Procedures as written in the most current edition of “Robert’s Rules of Order.”
- (1) Should any extenuating circumstances arise during a CCSG meeting, the presiding Chair, with support of the Faculty Advisor and/or the Director of Student Activities may suspend Robert’s Rules of Order.

Section III: Brown Act, Agendas, and Minutes

- A.** All CCSG meetings must comply with the Brown Act, which guarantees the public’s right to attend and participate in meetings of local legislative bodies.
- (1) **Agendas** – The agenda for every official scheduled CCSG meeting shall be made public at least seventy-two (72) hours prior to said meeting.
 - (a) **Special Meeting Agendas** - The agenda for every special CCSG meeting shall be made public at least twenty-four (24) hours prior to said special meeting.
 - (2) **Minutes** – Minutes for every official CCSG meeting shall be recorded and made public.

Section IV: Attendance

- A.** Attendance by CCSG members is required and recorded at all CCSG meetings in accordance with the procedures set forth in the CCSG Bylaws.

Section V: Quorum

- A.** For all CCSG meetings, the presence of half of the total voting members plus one (50% + 1) shall be referred to as quorum.
- B.** Quorum is required to conduct any business in an official CCSG meeting.

ARTICLE III: ELECTIONS & APPOINTMENTS

Section I: Elections

- A. Elections shall be held in accordance with the procedures set forth in the CCSG Bylaws.

Section II: Appointments

- B. Appointments shall be held in accordance with the procedures set forth in the CCSG Bylaws.

ARTICLE IV: CONSTITUTION AND BYLAW AMENDMENTS

Section I: Amendments

- A. Proposed CCSG Constitution amendments shall be made by recommendation of CCSG members, Faculty Advisor, Director of Student Activities, Associate Superintendent of Student Services and Strategic Communications and/or students-at-large.
 - (1) These proposed amendments must be approved by two-thirds (2/3) majority vote of the Student Senate.
 - (a) If approved by Student Senate, these proposed amendments must then be ratified by two-thirds (2/3) majority vote of Chaffey College students who vote in the following General or Special Election.
 - (i) If approved by Chaffey College students in a General or Special Election, the amendments will be made to the CCSG Constitution and take effect immediately.
- B. Proposed CCSG Bylaws amendments shall be made by recommendation of CCSG members, Faculty Advisor, and/or Director of Student Activities.
 - (1) These proposed amendments must be approved by two-thirds (2/3) majority vote of the Student Senate.
 - (a) If approved by Student Senate, the amendments will be made to the CCSG Bylaws and take effect immediately.
- C. CCSG Constitution, CCSG Bylaw, and CCSG Committee Bylaw amendments may not be proposed after February 1st of the current academic year.

Section II: Enactment of Constitution and Bylaws

- A. This CCSG Constitution and Bylaws shall supersede all previously existing constitutions and bylaws and shall become effective immediately upon ratification.

ARTICLE V: INTERPRETATION

Section I: Interpretation of Constitution and Bylaws

- A. In the event that the CCSG requires interpretation regarding the intention of any provision of the CCSG Constitution or Bylaws, the question shall be submitted to the Faculty Advisor, Director of Student Activities, and President/Student Trustee who will work together to render an interpretation. If they are unable to answer the question, the Associate Superintendent of Student Services and Strategic Communications shall render a final interpretation.
 - (1) Interpretations rendered under the provisions of this article shall be binding.

(Created June 2017)

(Ratified by Student Senate August 2018)

(Ratified by Student Senate October 2021)

(Ratified by Student Senate May 2023)

(Ratified by Student Senate April 2024)
(Ratified by Student Senate February 2025)

BYLAWS OF THE CONSTITUTION OF CHAFFEY COLLEGE STUDENT GOVERNMENT (CCSG)

ARTICLE I: STANDARDS OF CONDUCT, DECORUM, AND ETHICS

Section I: Standards of Conduct and Conflict of Interest

- A. All CCSG members and volunteers of CCSG are held to the highest standards of conduct, prioritizing the interests of CCSG over their own. This policy aims to:
- B. Inform individuals about conflicts of interest and unethical behavior.
 - 1. Assist in identifying and disclosing actual and potential conflicts or unethical behavior.
 - 2. Ensure the avoidance of conflicts or unethical behavior.
- C. All CCSG members and volunteers of CCSG must serve without selfish or financial gain and without regard to personal relationships. They must act in ways that enhance trust and confidence in CCSG, avoiding any real conflicts of interest or improprieties. This commitment may require a higher standard of conduct than might be expected in other circumstances. Key elements include:
 - 1. Disclosure of potential conflicts or unethical behavior.
 - 2. Commitment to the confidentiality of organizational information.

Section II: Decorum

- A. All CCSG members are campus leaders and are expected to conduct themselves with the utmost integrity and respect at all times. As representatives of the students of Chaffey College, they must ensure that their personal views do not conflict with those of CCSG.
- B. Members will consistently treat all students, staff, faculty, and administration with courtesy and respect, in adherence to Chaffey College's Standards of Student Conduct and Non-Discrimination and Prohibition of Harassment Policy. Per, *BP.34.30*, racist, sexist, or malicious remarks or behavior are strictly prohibited. Any member found responsible for such behavior will be removed from CCSG in accordance with the procedures outlined in the CCSG bylaws.

Section III: Code of Ethics

- A. ALL CCSG members will strive to adhere to the following principles:
 - 1. Demonstrate honesty and reliability.
 - 2. Show courtesy, concern, and respect for all others.
 - 3. Take feedback willingly and accept recommendations graciously.
 - 4. Exemplify desired qualities of behavior such as a positive attitude, poise, and stability.
 - 5. While Chaffey College does not enforce a specific dress code, maintaining a professional appearance that reflects positively on the organization is strongly encouraged; business casual is suggested when in doubt.
- B. CCSG members shall use the CCSG Office, equipment and supplies exclusively for CCSG-related activities only. These resources are reserved for CCSG members unless approved by the Director of Student Equity, Activities, and Engagement.

Section IV: Enforcement

- A. Enforcement of the CCSG decorum, code of ethics, and conflict of interest policy will be monitored by the Faculty Advisor and the Director of Student Equity, Activities, and Engagement. Violations of these standards may result in a written reprimand or recall from CCSG, and if necessary, may be referred to the Department of Student Discipline for review.

ARTICLE II: RESPONSIBILITIES OF CCSG MEMBERS

Section I: CCSG President/Student Trustee

Section I.A: CCSG President

- A. Serve as the official representative and spokesperson of the student body on behalf of CCSG.
 1. Establish annual CCSG priorities and goals in cooperation with members.
 2. Chair all Executive Board meetings and serve as an impartial voting member.
 - a. Convene at least one (1) Executive Board meeting during the summer session with support from Student Life AAll, Faculty Advisor, and the Director of Student Equity, Activities, and Engagement.
 - b. Present an executive report at each Executive Board and Student Senate meeting. Collaborate with Executive Board members to ensure responsibilities are fulfilled.
 - c. Exercise the following rights, with assistance from the Executive Board and/or the Director of Student Equity, Activities, and Engagement:
 - i. Appoint members to CCSG committees, participatory governance bodies, and ad hoc committees.
 - ii. Appoint students-at-large to vacant Senator positions and Senators to vacant Executive Board positions, in accordance with Article XVI.
 - iii. Form ad hoc committees as needed.
 - iv. Remove members from CCSG in accordance with Article XIV.
 - v. Veto bills or actions of the Executive Board or Student Senate deemed not in the best interest of CCSG or Chaffey students.
 - vi. Attend any CCSG meeting and serve as an impartial ex-officio voting member of committees not chaired by the President.
 - vii. Serve as Chaffey College Co-Delegate to the Student Senate for California Community Colleges (SSCCC) Region IX.
 - viii. Seek assistance and collaborate with advisors on all CCSG-related matters.
 - a. Attend weekly meetings with the Director of Student Equity, Activities, and Engagement.
 - b. Attend monthly meetings with the Associate Superintendent of Student Services and Strategic Communications.

Section I.B: Student Trustee

- A. Attend all Governing Board meetings beginning in June of their elected/appointed year.
 1. Present reports on student concerns and advocate for policies that improve educational opportunities.
 2. Present reports at Executive Board and Student Senate meetings on Governing Board issues.
 3. Attend trustee workshops and training (Community College League of California, SSSCC Trustee Caucus, etc.) and represent students at Chaffey College events, meetings, and policy discussions.
 4. May participate in the SSSCC Student Trustee Caucus, if active.
 5. Seek assistance and work with advisors on student matters prior to presenting them to the Board.
 - a. Attend monthly meetings with the President/Superintendent, Governing Board President, or designee to review Board packets and discuss issues.

Section II: CCSG Vice President

- A. Serve as CCSG President in the President's absence.

1. Convene and chair all Student Senate meetings.
 2. Exercise voting privileges only in the case of a tie.
 3. Present an executive report at each Executive Board and Student Senate meeting.
 4. Convene and co-chair Outreach & Engagement (O&E) Committee meetings as needed.
 - a. Assist the Director of O&E with outreach and engagement efforts in accordance with O&E bylaws and workflow.
- B. Serve as a Chaffey College Co-Delegate for the Student Senate for California Community Colleges (SSCCC) in the absence of the Director of Regional Affairs and the President.
- C. Assist the President in establishing CCSG ad hoc committees and making participatory governance appointments.
- D. Attend bi-monthly meetings with the Director of Student Equity, Activities, and Engagement.

Section III: Director of Finance & Administration

- A. Serve as CCSG President in the absence of the CCSG President and CCSG Vice President.
- B. Attend meetings and serve as an active impartial voting member of the Executive Board and Student Senate.
 1. Present an executive report at each Executive Board and Student Senate meeting.
- C. Attend, convene, and chair the Finance & Administration (F&A) Committee meetings.
 1. Enforce and abide by the F&A Committee Bylaws and duties of the Director of F&A.
 2. Serve as an active impartial voting member of the F&A Committee.
- D. Oversee the CCSG budget for the current academic year.
 1. Oversee the production of and publishing of a monthly CCSG budget report stating the monthly expenses and current budget of CCSG with assistance from Student Life AAll and the Director of Student Equity, Activities, and Engagement.
- E. Oversee the monitoring and tracking of the following with the assistance of the Executive Board members and Student Life AAll:
 1. attendance of all CCSG members at all CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops;
 2. attendance of all CCSG members at all CCSG-sponsored, co-sponsored, or endorsed engagement opportunities;
 3. all CCSG member reports.
- F. Seek assistance and work with advisors on all matters about CCSG, its members, and students.
 1. Attend bi-monthly meetings with the Faculty Advisor and/or Director of Student Equity, Activities, and Engagement and/or Student Life AAll.

Section IV: Director of Outreach & Engagement

- A. Serve as CCSG President in the absence of the CCSG President, CCSG Vice President, and Director of Finance & Administration.
- B. Attend meetings and serve as an active impartial voting member of the Executive Board and Student Senate.
 1. Present an executive report at each Executive Board and Student Senate meeting.
- C. Attend, convene, and chair the Outreach and Engagement (O&E) Committee meetings and the O&E CCSG Engagement sub-committee meetings.
 1. Enforce the Committee Bylaws and responsibilities of the Director of O&E.
 2. Serve as an active impartial voting member of the O&E Committee and sub-committee.
 - a. Prepare and submit the Committee and sub-committee agendas in accordance with the Brown Act and the CCSG Agenda Timeline chart.
- D. Attend and Co-chair the CCSG Awards Ceremony ad hoc committee along with an Office of Student Life staff member to celebrate those recognized by CCSG.
- E. Oversee all CCSG outreach and engagement efforts in accordance with the bylaws of the O&E Committee

and the O&E Workflow chart including, but not limited to:

1. CCSG official email.
 - a. Account information will be provided by the Student Life AAll or Faculty Advisor.
 2. CCSG website.
 3. O&E Sub-Committees.
 - a. CCSG Engagement sub-committee.
 - b. CCSG Outreach sub-committee.
 - i. Account information will be provided by the Student Life AAll or Faculty Advisor.
- F. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- G. Attend a minimum of three (3) CCSG-sponsored, co-sponsored, or endorsed engagement opportunities each semester (not including scheduled CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops).
 1. As permitted, at least one (1) of the three (3) engagement opportunities should be at either the Chino Campus, Fontana Campus, or online to ensure equal student representation.
- H. Attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 1. Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 2. Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- I. Seek assistance and work with advisors on all matters about CCSG, its members, and students.
 1. Attend bi-monthly meetings with the Faculty Advisor and/or Director of Student Equity, Activities and Engagement and/or Student Life AAll.

Section V: Director of Regional Affairs

- A. Attend meetings and serve as an active impartial voting member of the Executive Board, Student Senate and the O&E Committee.
 1. Present an executive report at each Executive Board and Student Senate meeting.
- B. Attend, convene, and chair the O&E Regional Affairs sub-committee meetings.
 1. Enforce the Committee Bylaws and responsibilities of the Director of Regional Affairs.
 2. Prepare and submit the sub-committee agendas in accordance with the Brown Act and the CCSG Agenda Timeline chart.
 3. Regional Affairs sub-committee meetings shall include:
 - a. At least two (2) SSSCC General Assembly-related meetings during the Spring Semester, as needed, with assistance from the Student Life AAll and Faculty Advisor.
- C. Promote student 9+1 rights, SSSCC, and SSSCC-related student advocacy opportunities to CCSG and the students of Chaffey College monthly through CCSG outreach and engagement efforts in accordance with the bylaws of the O&E Committee and the O&E Workflow chart.
- D. Serve as the official representative and spokesperson of the student body as the Chaffey College Delegate for the Student Senate for California Community Colleges (SSCC) Region IX.
 1. Attend meetings and serve as an active impartial voting member at all SSSCC Region IX meetings.
- E. Responsible for maintaining CCSG communications with the SSSCC Region IX Affairs Director and SSSCC Region IX Legislative Director.
 1. Schedule and attend monthly meetings with the SSSCC Region IX Affairs Director and SSSCC Region IX Legislative Director to provide a Chaffey College report.
- F. May hold an executive board position within SSSCC Region IX, but must be able to maintain all other responsibilities of the Director of SSSCC Regional Affairs within CCSG.
- G. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- H. May attend a minimum of three (3) CCSG-sponsored, co-sponsored, or endorsed engagement opportunities each semester (not including scheduled CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops).

1. As permitted, at least one (1) of the three (3) engagement opportunities should be at either the Chino Campus, Fontana Campus, or online to ensure equal student representation.
- I. May attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 1. Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 2. Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- J. Keep the CCSG members, Faculty Advisor, and Director of Student Equity, Activities, and Engagement informed of all Region IX proceedings and newsletters.
- K. Seek assistance and work with advisors on all matters about SSCCC, CCSG, its members, and Chaffey College students.
 1. Attend bi-monthly meetings with the CCSG President, Faculty Advisor, and Director of Student Equity, Activities, and Engagement.

Section VI: Senators

- A. Attend meetings and serve as an active impartial voting member of all Student Senate meetings.
 1. Submit a report for each Student Senate meeting.
- B. Attend meetings and serve as an active impartial voting member of at least one (1) CCSG Standing Committee.
 1. Abide by the responsibilities of the Senator position held within the standing committee.
 2. Assume such other duties as assigned by the Chair of the standing committee.
- C. Attend a minimum of three (3) CCSG-sponsored, co-sponsored, or endorsed engagement opportunities each semester (not including scheduled CCSG and participatory governance meetings, CCSG trainings, retreats, and/or workshops).
 1. As permitted, at least one (1) of the three (3) engagement opportunities should be at either the Chino Campus, Fontana Campus, or online to ensure equal student representation.
- D. Attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 1. Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 2. Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- E. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- F. Seek assistance and work with CCSG Executive Board members on all matters about CCSG, its members, and Chaffey College students.
 1. Attend bi-monthly meetings with the CCSG Executive Board members, Faculty Advisor, and/or Director of Student Equity, Activities, and Engagement.

Section VII: Student Representative

- A. Attend all Student Senate meetings.
 1. Submit a report for each Student Senate meeting.
- B. Attend meetings and serve as an active student representative on at least one (1) participatory governance committee.
 1. Assume such other duties as assigned by the chair(s) of the participatory governance committee.
 2. Include a summary of the participatory governance committee meeting(s) attended within Senate Reports to provide information on issues discussed.
- C. Attend all CCSG student leadership-related trainings, retreats, and/or workshops.
- D. Seek assistance and work with CCSG Executive Board members on all matters pertaining to CCSG, its members, and students.
 1. Attend monthly meetings with the CCSG Executive Board members, Faculty Advisor, and/or Director of Student Equity, Activities, and Engagement.

Section VII: All CCSG Members

- A. Collaborate to propose resolutions to advocate on student-related needs, issues, and affairs
 - 1. All CCSG members must author or co-author at least one (1) CCSG or SSCCC resolution during their term.
- B. Collaborate to develop and implement advocacy plans as needed.
- C. All CCSG members should attend at least one (1) student leadership or advocacy conference each academic year.
- D. Maintain clear internal and external communication by regularly checking telephone, electronic messages, Panther email, and/or any current form of official communication that is used by CCSG.
- E. Read, understand, and practice the CCSG Constitution and Bylaws.
 - 1. This includes the Bylaws for CCSG Standing Committees and/or participatory governance assignments.
- F. Keep CCSG duties as the first non-academic priority over other campus extracurricular activities.
- G. Must use the CCSG office and all CCSG equipment for CCSG-related business only. The CCSG office is not to be used as a CCSG member lounge and CCSG equipment is not for personal use.
- H. Assist in actively promoting all CCSG-sponsored, co-sponsored, or endorsed engagement opportunities.
- I. Attendance is required at:
 - 1. all scheduled CCSG-related meetings as assigned or appointed;
 - 2. all CCSG trainings, retreats, and/or workshops;
- J. Have a well understanding of the CCSG Constitution, Bylaws, the most current edition of Robert's Rules of Order, Brown Act, and Parliamentary procedure.
- K. Represent and serve the students of Chaffey Community College to the best of their ability in accordance with the CCSG Constitution and Bylaws.
- L. Assume other such duties as assigned by the President/Student Trustee, the Faculty Advisor, or the Director of Student Equity, Activities, and Engagement.

ARTICLE III: RESPONSIBILITIES OF ADMINISTRATIVE SUPPORT

Section I: Director of Student Equity, Activities and Engagement Responsibilities

- A. The Director of Student Equity, Activities, and Engagement is the chief advisor and administrator for CCSG and has overall supervisory authority. The Director shall:
- B. Provide overall advisory and administrative leadership to CCSG and its members.
- C. Supervise and coordinate the work of the Student Life AAll and Faculty Advisor.
- D. Carry out other CCSG-related duties as necessary to support the organization and Chaffey College students.
- E. Attend CCSG meetings, including:
 - 1. Executive Board
 - 2. Designated standing committee
 - 3. Student Senate
 - 4. Ad hoc committees as necessary.
 - 5. Attend CCSG-sponsored, co-sponsored, and endorsed engagement opportunities when available.
 - 6. Attend CCSG conferences when available.

Section II: Student Life AAll Responsibilities

- A. The Student Life AAll is a full-time staff position, partially funded by CCSG, reporting to the Director of Student Equity, Activities, and Engagement. The AAll provides operational and administrative support to CCSG. The AAll shall:
- B. **General Duties**

1. Maintain CCSG records (rosters, agendas, minutes, bills, resolutions, vendor lists, publications, and forms).
 2. Track CCSG equipment and supplies.
 3. Administer and monitor the CCSG budget in compliance with college, district, and state procedures.
 4. Coordinate logistics for CCSG operations, including:
 - a. Room and A/V reservations
 - b. Lithography requests
 - c. Marketing and event postings
 - d. Travel, lodging, and vehicle requests.
 5. Serve as liaison to Chaffey College offices and community partners as needed.
 6. Provide support for CCSG engagement opportunities, elections, scholarships, and grants.
 7. Plan, organize, and attend CCSG leadership trainings and retreats with the Director.
 8. Monitor usage of CCSG office equipment.
 9. Perform additional CCSG-related duties as assigned by the Director of Student Equity, Activities, and Engagement.
- C. Executive Board & Senate Support**
1. Attend all Executive Board and Senate meetings to provide administrative support. Reserve and prepare meeting rooms.
 - a. Produce, distribute, and post agendas and minutes in compliance with the Brown Act.
 - b. Provide updated budget reports in collab with F&A.
- D. Finance & Administration Committee Support**
1. Maintain CCSG records (rosters, agendas, minutes, bills, resolutions, vendor lists, publications, and forms).
 2. Track CCSG equipment and supplies.
 - A. Administer and monitor the CCSG budget in compliance with college, district, and state procedures.
 - E. Coordinate logistics for CCSG operations, including:
 - A. Room and A/V reservations
 - b. Lithography requests
 - A. Marketing and event postings
 - d. Travel, lodging, and vehicle requests.
 5. Serve as liaison to Chaffey College offices and community partners as needed.
 - A. Provide support for CCSG engagement opportunities, elections, scholarships, and grants.
 - A. Plan, organize, and attend CCSG leadership trainings and retreats with the Director.
 - C. Monitor usage of CCSG office equipment.
 9. Perform additional CCSG-related duties as assigned by the Director of Student Equity, Activities, and Engagement.

Section III: Faculty Advisor Responsibilities

- A. The Faculty Advisor is a Faculty on Special Assignment (FOSA) reporting to the Director of Student Equity, Activities, and Engagement. The Faculty Advisor provides educational and procedural guidance to CCSG. The Faculty Advisor shall:
1. Advise CCSG members and provide support in parliamentary procedure.
 2. Serve as CCSG Parliamentarian in accordance with *Robert's Rules of Order*.
 3. Attend CCSG meetings, including:
 - a. Executive Board and Student Senate (with reports as needed)
 - b. Outreach & Engagement Committee
 - c. Additional committees as assigned by the Director.
 4. Attend CCSG-sponsored engagement opportunities, and co-sponsored/endorsed events when available.
 5. Attend CCSG conferences when available.

6. Assist the Director of Student Equity, Activities and Engagement and AAll in planning and organizing CCSG leadership trainings and retreats.
7. Perform other CCSG-related duties as Determined by the Director of Student Equity, Activities, and Engagement.

ARTICLE IV: MEETINGS, VOTING, & QUORUM

Section I: CCSG Meetings

- A. All CCSG meetings shall be held in accordance with: adhere to the attendance policies;
 1. comply with the Brown Act, which guarantees the public's right to attend and participate;
 - a. the agenda for every meeting shall be made public at least seventy-two (72) hours before the meeting;
 - b. be governed by the rules of Parliamentary Procedures as written in the most current edition of "Robert's Rules of Order";
 - c. have the Faculty Advisor, Director of Student Equity, Activities, and Engagement, and/or the Student Life AAll must be present to conduct business.
- B. All CCSG meetings will be held as follows:
 1. Student Senate meetings shall be held on Mondays from 12:30 PM – 2:00 PM at a location determined by the President/Student Trustee with approval by the Faculty Advisor and Director of Student Equity, Activities, and Engagement.
 2. The exact days, times, and locations of the Executive Board meetings shall be determined by the President/Student Trustee with approval by the Faculty Advisor and the Director of Student Equity, Activities, and Engagement.
 3. The CCSG Standing Committee meetings shall be held on Mondays from 12:30 PM – 2:00 PM at a location determined by the Chair(s) of the committee with approval by the Faculty Advisor and/or Director of Student Equity, Activities, and Engagement.
 4. The exact days, times, and locations of all CCSG ad hoc committee meetings shall be determined by the Chair(s) of the committee with approval by the Faculty Advisor and/or Director of Student Equity, Activities, and Engagement.

Section II: CCSG Special Meetings

- A. Should extenuating circumstances arise the committee Chair with approval from Faculty Advisor or Director of Student Equity, Activities and Engagement may call a special meeting.
 1. The agenda for every special CCSG meeting shall be made public at least twenty-four (24) hours prior to the Special Student Senate meeting to comply with the Brown Act.

Section VII: Voting

- A. Voting during all CCSG meetings will follow the guidelines set forth in the most current edition of "Robert's Rules of Order".
- B. Proxy voting is not allowed for any CCSG meetings.
- C. The President/Student Trustee has the right to veto a bill and/or any action of the Executive Board and Student Senate;
 1. A presidential veto can be overridden by a two-thirds ($\frac{2}{3}$) vote of the Executive Board within Executive Board Meetings.
 2. A presidential veto can be overridden by a two-thirds ($\frac{2}{3}$) vote of the Student Senate within Senate Meetings

Section VIII: Quorum

- A. For all CCSG meetings, the presence of half of the total voting members plus one (50% + 1) shall be referred to as quorum and is required to conduct any business in an official CCSG meeting.

ARTICLE V: ATTENDANCE

Section I: Attendance Requirements

- A. Regular attendance is crucial for maintaining the integrity and effectiveness of CCSG, ensuring that all members are actively engaged and contributing.
- B. All CCSG members must attend:
- C. All Executive Board members must also attend:
 - 1. all summer training and workshops;
 - a. missing summer training may result in the member being recalled;
 - 2. all assigned or required CCSG engagement opportunities;
 - 3. all Executive Board meeting;
- D. *When it is necessary to call a special meeting, and a member expresses unavailability during the proposed special meeting time in advance, that absence will not count against their attendance records.*
- E. Attendance tracking should live in the F&A bylaws.

Section II: CCSG Absences

- A. There shall be two types of absences for CCSG members:
 - 1. **Excused:** For an absence to be officially excused, the absent member must notify the respective committee Chair, and the Director of Student Equity, Activities and Engagement as soon as possible prior to the meeting that they will be missing, stating their absence and providing a valid reason.
 - 2. The respective committee Chair and Director of Student Equity, Activities and Engagement will determine whether an absence will be considered excused based on the validity of the reason provided, and the prevalence of attendance concerns pertaining to that member.
- B. **Unexcused:** Any absence not officially excused will be considered unexcused.
 - 1. If the absence is unexcused, the absent member may appeal to the Executive Board for reconsideration.
 - 2. CCSG members are allowed a maximum of four total unexcused absences during their term. Exceeding these limits will result in a written reprimand or an attendance-based recall by the Director of Student Equity, Activities and Engagement.”
- C. **Half (½) Absence:** The following will be counted as a half (½) absence:
 - 1. CCSG members arriving to a meeting after roll call or leaving prior adjournment;
- D. It is up to the CCSG member who was absent to follow-up with the Chair to get any information missed.

ARTICLE VI: CCSG EXECUTIVE BOARD

Section I: Membership

- A. The Executive Board within the CCSG shall consist of the President/Student Trustee, Vice President, Director of Finance and Administration, Director of Outreach and Engagement, and Director of Regional Affairs.

Section II: Duties of Executive Board

- A. The Executive Board of CCSG is the central leadership team responsible for the strategic direction, administration, and overall effectiveness of CCSG.

- B. The Executive Board is responsible for day-to-day operations of CCSG
- C. Should extenuating circumstances arise that require the immediate attention of the Student Senate or a CCSG Committee, the Executive Board shall assemble to act on behalf of the Student Senate or the CCSG Committee.
 - 1. *The President and Director of Student Equity, Activities and Engagement will collaboratively determine what justifies an extenuating circumstance.*
- D. The Executive Board shall assist the President/Student Trustee in appointing applicants to *vacant* positions within CCSG.
- E. The Executive Board shall assist the President/Student Trustee in appointing applicants to *vacant* positions within CCSG.
 - 1. The Executive Board shall create a recruitment plan *within two weeks of any vacancies that arise*
- F. Key responsibilities and functions of the Executive Board include:
 - 1. **Leadership and Direction:** They provide leadership and set the strategic direction *and organizational culture* for student government, ensuring alignment with the organization's mission and goals.
 - 2. **Policy Review and Development:** They review, develop, and implement policies that guide the operations and initiatives of the student government.
 - 3. **Oversight and Accountability:** They monitor the activities of CCSG and ensure that they adhere to established policies, purpose, and achieve their objectives.
 - a. They review the CCSG Constitution and Bylaws during summer convenings to ensure accuracy and organizational alignment.
 - b. An ad hoc committee may be formed to assist with the review, and propose any desired changes to the governing document.
 - c. The Constitution and Bylaws of CCSG shall undergo a comprehensive review at least once every three (3) years to ensure they remain accurate, up-to-date, and reflective of the student body's contemporary needs, perspectives, and priorities.
 - 4. **Budget Management:** They assist in overseeing the allocation and management of the student government's budget, ensuring funds are used effectively to support student initiatives and activities.
 - 5. **Engagement Opportunity Coordination:** They assist in the planning and coordination of major CCSG engagement opportunities and events.
 - 6. **Conflict Responsibility:** Should an Executive Board member become aware of a conflict, issue, or violation of the Code of Conduct, that individual should immediately inform the Director of Student Equity, Activities and Engagement, maintaining a clear line of responsibility.

ARTICLE VII: STUDENT SENATE

Section I: Membership

- A. The Student Senate shall consist of the President/Student Trustee, Vice President, Director of Finance and Administration, Director of Outreach and Engagement, Director of Regional Affairs, and *a number of Senators and Student Representatives designated by the Elections Committee.*

Section II: Duties of Student Senate *shouldn't be redundant from the senators and rep responsibilities.*

- A. Key responsibilities and functions of the Student Senate include:
 - 1. **Protect Student Rights and Interests:** *Develop and endorse resolutions that represent student interests, and coordinate advocacy efforts through various engagement opportunities.*
 - 2. **Inform and Educate:** Update student constituency on community news, legislative issues, and advocacy efforts.
 - 3. **Engage in Advocacy:** Actively participate in advocacy conferences, workshops, and activities on behalf of the students of Chaffey College.

Section III: Duties of CCSG Committees

- A. The President/Student Trustee may establish CCSG committees and appointments with the assistance of the Executive Board and the Faculty Advisor and/or the Director of Student Equity, Activities, and Engagement.
- B. **Standing CCSG Committees** – CCSG standing committees shall follow policies as set in their respective committee bylaws. There are currently two standing committees:
 - 1. CCSG Finance & Administration Committee, hereafter referred to as the F&A Committee.
 - 2. CCSG Outreach & Engagement Committee, hereafter referred to as the O&E Committee.
 - a. CCSG Regional Affairs Sub-Committee, hereafter referred to as the RA Committee.
- C. **Ad Hoc Committees** – Currently there are four (4) Ad Hoc Committees within CCSG. Any Ad Hocs can be added or dissolved at any time, at the discretion of the President and CCSG Advisor.
 - 1. Elections Committee
 - 2. Constitution and Bylaws Committee
 - 3. Class Gift Committee
 - 4. Awards Ceremony

ARTICLE VIII: TRAINING

Section I: Training Requirement

- A. The CCSG advisors collaboratively design and oversee the training to equip members with the necessary skills and knowledge to effectively fulfill their duties.
- B. All CCSG members shall receive a training curriculum based on their specific roles and responsibilities within CCSG as outlined in the CCSG Constitution and Bylaws. The training curriculum shall cover areas including but not limited to the following:
 - 1. CCSG Structure and Purpose
 - 2. Governance and Procedures
 - 3. Communication and Collaboration
 - 4. Ethics and Leadership
 - 5. SSCCC and Student Advocacy

Section II: Missed Summer Training

- A. In order to participate in CCSG official business, members must complete the required training relevant to their position to fulfill their responsibilities effectively.
 - 1. Any CCSG member who isn't able to attend the summer training dates will be subject to recall from their position.

ARTICLE IX: LEGISLATION

Section I: Legislation

- A. There are two types of potential formal legislation recognized by CCSG, bills and resolutions.
 - 1. **Bills**
 - a. Bills detail how the Student Senate will enact a Bylaw or policy.
 - b. Bills may include, *but are not limited to*, methods of enforcement, budget, amendments, and other necessary stipulations.
 - c. In order for any bill to be recognized, it must be submitted and authored by a CCSG member, Faculty Advisor, Director of Student Equity, Activities and Engagement and/or the Associate Superintendent of Student Services and Strategic Communications.

2. **Resolutions**
 - a. Resolutions are position statements on issues that the Student Senate does not have jurisdiction over. Resolutions lack the force of law, and never establish enforcement.
 - b. In order for any resolution to be recognized, it must be submitted and authored by a CCSG member, Faculty Advisor, Director of Student Equity, Activities and Engagement, the Associate Superintendent of Student Services and Strategic Communications and/or a student-at-large.
- B. Once legislation has been submitted, an author or sponsor is expected to present said legislation at the following appropriate CCSG *Senate* meeting
- C. All legislation must be formally agendaized.

Section II: Resolution Review Process

- A. **Full Senate Review and Voting**
 1. The resolution will be brought to the CCSG Senate Meeting for debate and voting.
 2. Voting Process:
 - a. A simple majority vote (50% + 1) by present voting members of the Senate is required for any action.
- B. **Resolution Actions**
 1. The available actions for the Student Senate when voting on a resolution are:
 - a. Adopt - Approve the resolution as submitted.
 - a. Adopt as Amended - Approve the resolution with additions, deletions, and/or substitutions.
 - b. Refer - Send the resolution to another more appropriate body.
 - c. Not Adopt - Reject the resolution in original or amended form.
 - d. Postpone – Suspend action on the resolution for a future meeting.
- C. **Implementation and Publication**
 1. All approved resolutions will be recorded and published.
 2. Resolutions shall not expire unless otherwise stipulated

ARTICLE X: TERM OF OFFICE

Section I: Term of Office

- A. The term of office for all CCSG members is one (1) academic year.
 1. Term of office for elected CCSG members shall commence *upon swearing in* and conclude on the last day of instruction *during that academic year*

Section II: Term Limits

- A. Term limits balance the need for continuity and experience with the benefits of fresh perspectives and new ideas, ensuring that the CCSG remains effective and responsive to the needs of the student body.
 1. **Two-Term Limit:** All elected or appointed positions have a two-term limit. This allows members to serve for a reasonable amount of time to gain experience and contribute effectively, while also ensuring that there is turnover and opportunity for new members to bring fresh perspectives and ideas.
 - a. Membership in CCSG shall not exceed two (2) total *terms*.
 - i. Membership in CCSG of one (1) day over half (1/2) of an academic year is considered the entire *term* in regards to *membership* limitations.
 - b. During extenuating circumstances, exceptions to the term limits can be made. However, these exceptions should be rare and require approval from the Director of Student

Equity, Activities and Engagement. Such an exception may include if a member is in the middle of a significant project or initiative that would benefit from their continuity.

2. **No Consecutive Terms:** E-Board members are not to be allowed to serve *multiple* terms in the same position. This encourages members to take on different roles within the organization and prevents stagnation in leadership.

ARTICLE XI: RESIGNATIONS & RECALLS

Section I: Resignations

- A. Any CCSG member who wishes to resign from their position shall submit in writing their resignation to the President/Student Trustee and the Director of Student Equity, Activities and Engagement.
- B. All resignations shall take effect immediately following the submission of a written resignation.
- C. Upon submission of written resignation, the member immediately loses all privileges and appointments associated with their position in CCSG, including access to CCSG facilities, resources, and representation on any committee.
 1. The member will be added to the next available Executive Board or Senate meeting agenda to be removed officially from the organization for transparency.

Section II: Transition of Duties

- A. The President/Student Trustee shall ensure that the responsibilities of the resigning member are reassigned or managed by other CCSG members until a replacement is appointed.

Section III: Written Reprimand

- A. Any CCSG member who violates the CCSG Constitution or Bylaws or who fails to meet the responsibilities of their position may be issued a written reprimand by the President/Student Trustee with consultation from the Director of Student Equity, Activities and Engagement or by the Director of Student Equity, Activities and Engagement independently.
- B. The written reprimand shall notify the CCSG member of the following:
 1. The basis of the written reprimand;
 2. Possible steps and/or timelines to correct actions or behaviors;
 3. Possible consequences for failure to comply with corrective steps, up to and including removal from office.

Section IV: Recalls

- A. A recall is a procedure to remove a CCSG member from their position due to violations of the CCSG Constitution or Bylaws, or failure to meet their responsibilities.
 1. The Director of Student Equity, Activities, and Engagement may propose Articles of Recall against a particular member to the CCSG Executive Board.
 2. If there is just cause, the member will be given the option to resign or face recall. If not, the President/Student Trustee will email the findings to the member, including any necessary corrective steps and potential consequences for non-compliance.
 3. A vote in an Executive Board meeting will be held to remove the CCSG member from office, requiring a two-thirds (2/3) majority for removal.
 - a. The member in question cannot Chair the meeting during deliberation.
 4. If the Articles of Recall are approved, the Procedures for Removal will be followed, and the member is removed from office immediately after the vote.

- B. Members are subject to academic-based recall if they fail to meet the minimum unit and/or GPA eligibility requirements outlined in the CCSG Constitution or Bylaws and shall be recalled by the Director of Student Equity, Activities, and Engagement.
- C. Members are subject to attendance-based recall if a CCSG member does not meet the attendance requirement outlined in the CCSG Constitution or Bylaws.
 - 1. Members may be offered the opportunity to appeal their absences to the Executive Board as determined by the Committee.

Section VIII: Procedures for Removal

- A. When any CCSG member is recalled from CCSG, the President/Student Trustee or the Director of Student Equity, Activities, and Engagement is responsible for notifying that individual, via email, of their removal from the CCSG within two (2) instructional days following the *Executive Board* meeting in which they were removed.
 - 1. If the President/Student Trustee is removed from office, then the Director of Student Equity, Activities, and Engagement shall be responsible for sending the notification email.

ARTICLE XII: VACANCIES

Section I: Eligibility to Fill Vacant Positions

- A. Students interested in filling a vacant position must:
 - 1. Meet the eligibility requirements outlined in the CCSG Constitution and Bylaws;
 - 2. Apply online through the CCSG application. Completed applications will be submitted to the CCSG and the Director of Equity, Activities, and Engagement and the AAll for consideration and verification.
- B. *The President/Student Trustee shall have discretion to determine procedures to appoint members to the organization.*
- C. The President/Student Trustee will introduce appointed members at the next CCSG Student Senate.
- D. After a student has been appointed to CCSG, they will meet with the Director of Equity, Activities, and Engagement to be sworn into their position. The meeting will be to review CCSG policies, procedures, and expectations for CCSG members.

Section II: Executive Board Vacancies

- A. If a position on the Executive Board becomes vacant, the President/Student Trustee may appoint a current Senator to assume the duties of a vacant Executive Board position.
- B. *At the next Senate meeting*, with the recommendation of the Executive Board, the appointed member will be voted upon as a permanent fulfillment to the position with at least two-thirds (2/3) of votes from the Student Senate in favor of appointment.

ARTICLE XIII: CCSG COMMITTEE BYLAWS

Section I: Bylaw Lists

- A. These Bylaws are available for public access on the official CCSG website.
 - 1. Finance & Administration (F&A)
 - 2. Outreach & Administration (O&E)
 - 3. Elections
- B. If a committee changes their bylaws, it must be approved by a majority vote of the general senate.

ARTICLE XIV: AMENDMENTS

Section I: Amending Updates to the CCSG Constitution and Bylaws

- A. Updates to committees, positions, or titles may be amended by the Student Senate.
 - 1. Updates to committees, positions, or title changes that are ratified by two-thirds (2/3) of the Student Senate will be enacted immediately.

(Created June 2017)

(Ratified by Student Senate August 2018)

(Ratified by Student Senate February 2019)

(Ratified by Student Senate October 2021)

(Ratified by Student Senate February 2025)

(Ratified by Student Senate February 2026)

GLOSSARY

Ad Hoc Committee:

A temporary committee formed to address a specific task, issue, or responsibility that falls outside the scope of CCSG standing committees. An ad hoc committee dissolves once its assigned purpose has been fulfilled.

Brown Act:

The Ralph M. Brown Act is a California state law that requires meetings of local legislative bodies, including student governments at public colleges, to be open and accessible to the public. The Brown Act governs public notice of meetings, agenda posting timelines, public participation, and meeting procedures to ensure transparency and accountability.

Majority Vote:

A voting outcome in which more than half of the votes cast by eligible voting members present are in favor of a motion, resolution, or action. Unless otherwise specified in the CCSG Constitution or Bylaws, a majority vote is sufficient to approve most actions.

Participatory Governance:

A collaborative decision-making process in which students, faculty, staff, and administrators participate in the development of college policies and procedures. Student participation in participatory governance is guaranteed under Title 5 §51023.7 and includes the areas commonly referred to as the student “9+1” rights.

Quorum:

The minimum number of voting members who must be present at a meeting in order for official business to be conducted. For CCSG, quorum is defined as fifty percent (50%) of the total voting membership plus one (1).

Resolution:

A formal written statement adopted by CCSG that expresses the official position, intent, or advocacy stance of the student government on a particular issue. Resolutions may address campus, district, statewide, or national matters affecting students.

Robert's Rules of Order:

A widely recognized manual of parliamentary procedure that provides standardized rules for conducting meetings in an orderly, fair, and efficient manner. CCSG meetings are governed by the most current edition of Robert's Rules of Order unless otherwise specified.

Simple Majority:

More than half of the votes cast by eligible voting members present at a meeting where quorum has been established. A simple majority is typically defined as fifty percent (50%) plus one (1) of the votes cast.

Standing Committee:

A permanent committee established by the CCSG Constitution or Bylaws with ongoing responsibilities related to the regular operations, oversight, or functions of the organization. Standing committees meet consistently throughout the academic year and remain in existence unless amended or dissolved through the governing documents.

SCCC (Student Senate for California Community Colleges):

The officially recognized statewide organization representing students from California Community Colleges. The SCCC advocates on behalf of students at the state level and provides leadership development, training, and opportunities for student participation in statewide policy and legislative processes.